

Wisconsin ServicePoint (WiSP)/HMIS Steering Committee
Meeting Minutes of Thursday, August 9, 2007 @ 9:30 am
Western Dairyland

Members Present:

Adam Smith (*WI Bureau of Supportive Housing*); **Patti Abbott** (*Hope House of Milwaukee*); **Nancy Monarrez** (*Hope House of Milwaukee*); **Randy Hahn**, (*The Salvation Army of Wausau*); **Theresa Barrett** (*Caritas, Inc.*); **Karen Smith** (*Western Dairyland*); **Duane Mireles** (*Homeless Assistance Leadership Organization-HALO Inc.*); **Joana Hemschemeyer** (*Hebron House of Hospitality, Inc.*); **Melissa Perez** (*WI Bureau of Supportive Housing*); **Jennifer Allen** (*House of Hope, Green Bay*)

Members Absent:

Sarah Lim (*Tellurian*); **Vicki Berenson** (*WCADV*)

Meeting Minutes (Listed in order of Agenda Items

1. Welcome and Updates:

- Wisp office updates: Jo Storm left and went to Bowman and is part of Lauren's consulting team. They are working on building reports that we will be able to get for free. Interviews to fill the 2 positions that are open are scheduled. Tanya has returned, but only on a part time basis (about 5 hours a week) and they will be interviewing for the other ½ of her position. The research analysis position will be interviewed for next week. They are looking for someone who has a background in the processes. They need someone to analyze the data. ½ time position will be doing the help desk and Jo's stuff. Hopefully filled by mid-Sept.

Committee member updates: N/A

Next meeting at Hebron House 11/8/2007

Last minutes: still need someone from the Fox city area and Adam is still working on this with Lisa. Jennifer moved, Karen 2nd approved this.

Training: If there are 8 or more people from a particular area, Adam will come to you. Need a room with internet connections and computers.

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2. Homeless Conference Review and Feedback

- Randy wasn't able to go because he has 2 shelters now. They received good reviews from the people who attended. Staff also said that it was valuable conference. Joana will send out a brief description of the Expediting SSI Program to Adam and he can forward it on. Brown County is re-implementing the COTS program. Lauren's presentation was good also. The harm reduction portion also received good comments. Jennifer said that it was very helpful. PGA meeting was cancelled, because Julie Hovden wasn't able to come.

3. Review 4.03 I & R Upgrades

- **Homework for everyone is to take out basic needs as an option**
- Went into the computer room and looked at the changes in the I & R. Everyone really liked it and there was good feedback.

4. Review of 4.04 Upgrades

- This will be the next upgrade. Bowman said that it will be done by end of August, but from past experience probably not until Sept. or Oct. There will be big upgrade regarding the functionality. The state will probably have trainings for all the upgrades. They want to increase the work flow to make it easier for the users. (please see the handouts) Adam may put training on the media site and can walk people through the whole new process. This would be online and anyone can do it at anytime.
 - They will also be changing the service transactions areas. They will be consolidating the screens and will make it easier. Adam has not seen the new screens yet. The needs and services will now be one screen. This will take care of the errors that users have been doing. If you delete the need, now the service will also be deleted, this has been there for the last few upgrades. Adam can merge duplicate people in system.
 - Household information display: There may be some training that is needed with these changes. You will be able to do this from any section in client point. See handouts.
 - Ease of use: The client profile section, you will be able to turn off demographics data fields. Agency admin only, instead of putting all the other info. Menu (agency admin.-drop down boxes).
 - APR changes will reflect the new changes by HUD. HUD is also creating a whole new APR and hopes to unveil it at the HMIS conference in Minneapolis.
 - Changes to entry/ext reports. Everything will all be on one list. Getting rid of 40118 form.
 - Skanpoint: ** Adam will demonstrate the skan point at the next meeting** skanpoint has to be used by all the programs in the community if you plan on doing it. Lake County, IL uses the cards there and the Shalom Center had a few people from there who wanted to use their cards.

5. Review and Selection of “Recommended Assessment Questions”

- There are 15 universal data elements currently being used, but they don't give us a good picture of the clients served. (See handout) The Steering Committee needs to select the recommended assessment questions. HUD universal data questions will stay the same. This custom assessment would be a subset of the HUD elements. The ones we choose should make sense for all agencies/programs.
- **HOMEWORK: We need to go through the handout and we need to narrow down the list to 10 – 15 recommended questions that everyone in the state needs to answer. Email them to Adam. He can attach the Dane County and Salvation Army assessments to us.**

6. AHAR Preparation

- The Annual Homeless Assessment Report, everyone is required to complete it, except the Milwaukee emergency shelter. Even if HUD doesn't pay us a penny we still need to complete it. The AHAR looks at emergency shelters and transitional housing programs in each continuum. The information that is needed to complete this form is coming out of the data in Servicepoint.
- At a local level, we have to do a better job of watching that the info. entered into Servicepoint is correct and entered correctly, because it will eventually affect their funding.
- Chart I that was submitted to the state for the COC application, the info. came from Servicepoint. Each local continuum, needs to have a meeting about the AHAR. The agencies that are using servicepoint, need to make sure the data is correct for Emergency Shelters and the Transitional Housing Programs.
- If they are not using Servicepoint, we will have to promote it to them. So basically, everyone needs to continue to keep entering the info. into Service point. AHAR will be coming out in Sept. or Oct., but HUD won't tell you about it.
- The new AHAR will be a duty of the new technical person that is hired at the BOC.

7. Wisconsin FrontDoor Update

- Sept. through May is the busiest time of the year for things to be entered into FrontDoor.
- Melissa is putting together a calendar for this year of places where she can go and promote WI FrontDoor. If there are any events going on send the info. to Melissa.
- If we need supplies for WI FrontDoor email Melissa.
- There were 80,626 searches from 7/06 – 7/07.
- This was an increase of over 16,000 from last year.
- Already has had 8,000 hits a month this year.

8. Community Point

- Tenant Based Rental Assistance – the agencies who do this will be using ServicePoint.

9. Other Business

- Please not on the ServicePoint website the things that are changing.
- Also put in the link for HUD Clips.